

Memorandum



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-E.C.

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DATE : May 5, 1989
TO : Charles Weems
FROM : Ed Chu and Shirli Axelrod
SUBJECT : "Post Mortem" on 1988 Underground Tank Contract
(Specifications 2928)

Now that contractor's work has been completed on the 1988 Underground Tank Contract, we feel it would be useful to review the experience of all members of the team. This experience should be the basis for improvement in underground tank removals and replacements coming up as this CIP continues.

The meeting is scheduled for Monday, May 15, at 10:00 a.m. in Room 326. We have suggested an agenda below; let us know if you would like to add to it.

Proposed Agenda:

- I. Field Activities
 - a. SSC
 - tank removal
 - tank and piping installation
 - soil sampling and documentation
 - b. Georgetown
 - tank removal
 - PCB disposal
 - spill prevention and cleanup
 - sampling and documentation
- II. Preparation of Specifications as-built drawings, operating/maintenance manuals; bid review/selection process, contractor qualifications and submittals
- III. Pre-construction work planning and scheduling
- IV. Bidding and dealing with uncertainties

SA:bal

cc: Fletcher	Smiley
Keyes	Chu
Summers	Axelrod
Wang	Best
Critz	EAD 960
O'Connor	File

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